

**SECTION III--SOURCE DOCUMENTS**

PURCHASING DEPT COPY

**ILLUSTRATION 3****SAMPLE MUNICIPAL VOUCHER**

MUNICIPAL VOUCHER FOR PAYMENT FROM MUNICIPAL ACCOUNT (Bill or claim against the municipality)			Claim No. _____
			Paid by Check No. _____
			Vendor No. _____
			EIN for 1099 _____
Fund Code	Activity Code	Object Code	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total			_____

To: \_\_\_\_\_

Address: \_\_\_\_\_

(Give street number, town, and state)

NOTE: All vouchers for materials of supplies furnished must be itemized as to type, quantity, unit price and total price and the declaration must be signed by the finance officer or other authorized agent of the city as indicated below. Claims for personal service other than regular payrolls under contract must also be signed by the claimant as indicated below. Such claims must indicate time devoted and rate of pay, and if for travel must show dates, time of leaving, time of return, points of travel, meals and lodging expense. A receipt for lodging expense must be attached to voucher. If travel is by car, voucher must show miles traveled and rate of pay per mile. If by commercial carrier, a signed receipt from such carrier must be attached to voucher.

Date	Itemized description of materials and supplies or personal service and travel information	Purchase Order No.	Quantity	Unit Price	Total

**CLAIMANT DECLARATION IF VOUCHER IS FOR PERSONAL SERVICE, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE**

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Date: \_\_\_\_\_ 20 \_\_\_\_ Signature of Claimant: \_\_\_\_\_

**DECLARATION OF FINANCE OFFICER OR OTHER AUTHORIZED AGENT OF THE CITY**

I declare and affirm under the penalties of perjury that this claims has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further certify that the above services were rendered, or that the above listed materials were received in an acceptable condition, and that the above claim is hereby approved by me for payment this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signed: \_\_\_\_\_  
(Finance Officer or other authorized agent)**APPROVAL BY THE MUNICIPAL BOARD FOR PAYMENT**

Approved for payment by municipal board action on \_\_\_\_\_ 20\_\_\_\_

Signature or initial of presiding officer of the municipal board: \_\_\_\_\_

Audited by \_\_\_\_\_